

ALABAMA BOARD OF COSMETOLOGY

New Computer Written Exam Procedures

Effective, March 1, 2007 the Board of Cosmetology will be administering written exams by computer. Any candidates **not already now scheduled for written exams** will take the exams by computer. Candidates must pass the written exam before applying for the practical exam.

Eligibility

Candidates will submit an application for the written exam to the Alabama Board of Cosmetology along with a \$75.00 fee. Approved candidate will be sent a letter and work permit.

Scheduling

Once approved by the Alabama Board of Cosmetology, candidates may contact LaserGrade at 1-800-211-2754 to schedule their testing appointment. LaserGrade's hours of operation are Monday through Friday 9am ET – 8pm ET and Saturdays 9am ET – 5pm ET. Candidates must provide a minimum of 24 hours notice to schedule their examination.

Locations

Testing centers are located in Birmingham, Huntsville, Mobile and Montgomery. However, candidates may test at any LaserGrade location in the United States.

Cancelling/Rescheduling

Candidates must provide a minimum of 24 hours notice (Monday – Friday) to cancel or reschedule a testing appointment. Failure to provide 24 hours notice will result in forfeiture of the exam fee.

Identification

All candidates will be required to present a valid (non-expired) government issued photo identification for admittance into the testing center. The ID must bear the candidate's photo (full frontal face) and signature. Failure to present appropriate identification at the test center will result in the cancellation of the candidate's appointment and forfeiture of the test fee.

Pass/Fail

Candidates will receive a printed copy of their score at the end of the examination. Failing score reports will indicate the number of incorrect answers by category of the exam. Candidates who did not pass their exam are encouraged to review content areas shown on the failing score report prior to retesting.

Computer-Based Demo Exam

Candidates may familiarize themselves with the computer-based testing software by going to LaserGrade's website: www.lasergrade.com. Point mouse to Test Taker/Candidates heading on top right of screen. On the pop-up menu, click on the link Testing Software Demo. This software demonstration is available to candidates free of charge.



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Enclosed is your pending exam permit. Please note that it will expire after 6 months.

This permit will allow you to work temporarily in a salon until you become licensed.

Also enclosed is the new computer based written exam procedures. Listed below are more details on the new procedures and your responsibility.

1. Call Laser Grade at 1-800-211-2754 to schedule your written exam. Test locations are Birmingham, Huntsville, Mobile, and Montgomery.
2. You may schedule your exam at the location nearest you or at any other if you prefer.
3. Please note that your exam permit will not be accepted for admittance to the exam.
4. You will be required to present a valid (non-expired) government issued photo identification bearing your signature – such as a driver's license -- to be admitted to the exam.
5. If you need to cancel or reschedule your exam you must call Laser Grade at 1-800-211-2754 at least 24 hours in advance.
6. If you do not call Laser Grade at least 24 hours in advance to cancel or reschedule your exam, you will have to pay \$75.00 to reschedule.
7. After you take the written exam, you will be given a copy of your score.
8. If you pass the written exam, please ask the attendant at the exam center to give you an application for the practical exam which you will submit to the board office.
9. Please note that if you fail the written exam you must pay a new exam fee of \$75.00 and get authorization from the board office before rescheduling with Laser Grade. After paying your new exam fee of \$75.00 and getting authorization you may then call Laser Grade at 1-800-211-2754 to schedule your new exam.